

Youth Independent Living Task Force

Department of Health and Social Services - Program 53

I. PROGRAM OBJECTIVES

The program has awarded one Youth Independent Living Task Force grant to provide services in each of the following eight communities: Anchorage, Fairbanks, Juneau, Mat-Su, Bethel, and Barrow. These communities were selected on the basis of their high populations of foster youth and young people formerly in foster care ages 14 through 21.

The Youth Independent Living Task Force will prioritize needs for the community in a strategic plan. This plan will guide the Division of Family and Youth Services when appropriating funds for independent living projects in the community. Agencies responding to future Requests for Proposals for independent living programs from these communities will be asked to show how the proposed program meets needs and specified gaps identified by their community Youth Independent Living Task Force.

The Community Youth Independent Living Task Forces in each funded community will be responsible in the first fiscal year (ending June 30, 2001) to:

1. Meet at least monthly to focus on the needs of youth transitioning from foster care into independent living;
2. Actively recruit youth or young adults aged 14 through 21 who are current or former foster youth into the membership;
3. Actively recruit agencies and individuals that represent the targeted population and/or provide independent living services into the membership;
4. Develop a comprehensive community independent living resource list;
5. Conduct a comprehensive community independent living needs assessment;
6. Develop a Community Independent Living Strategic Plan to develop new resources and enhance existing resources;
7. Increase community awareness of the issues surrounding youth transitioning into independent living;
8. Send two adult and two youth delegates to a statewide conference to be held in Anchorage in the Spring of 2001;
9. Serve as a centralized contact point for independent living program and activity resources and referral; and
10. Act as a liaison between the community and the Division of Youth and Family Services regarding independent living issues.

II. PROGRAM PROCEDURES

Public funds are appropriated annually to the Department of Health and Social Services, Division of Family and Youth Services (DFYS) by the State Legislature. The funds are administered by DFYS and awarded to community nonprofit organizations on a regional basis through a competitive grant process.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirements

Funds under this program are utilized for the organization and collaboration of the Youth Independent Living Task Force. Funds are also allocated for travel of Task Force members to an annual conference in the summer.

Suggested Audit Procedures

Review:

1. contract or final Notification of Grant Award (NGA) including all conditions;
2. grant/contract revisions and related transmittal letters;
3. licenses, certifications, approvals, status of private non-profit corporation, if applicable;
4. budget documents including final revised budget and budget narrative.
5. Test financial and related records and determine that funds expended were for purposes specified in the grant/contract.

Compliance Requirements

Costs allowed under this program are determined by grant regulations, 7 AAC 78, 2 AAC 45, as well as the terms and provisions of the grant or contract, including budget documents and special conditions.

Suggested Audit Procedures

- Review grant/contract and related budget documents in conjunction with the Department of Health and Social Services' grant regulations 7 AAC 78.
- Test financial and related records to determine the appropriateness of costs per 7 AAC 78.
- Determine whether expenditures are within the budget limits prescribed by the notification of grant award.

B. ELIGIBILITY

Compliance Requirement

A nonprofit corporation, a state agency, including the University of Alaska or a political subdivision of the State of Alaska may apply for a grant if they currently serve or propose to serve the areas identified in the RFP.

Suggested Audit Procedure

- Review articles of incorporation or other appropriate documents, licenses, certifications, and approvals, to determine status of agency.

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

Compliance Requirement

A minimum 50% match of non-federal funds. In-kind is acceptable.

D. REPORTING REQUIREMENTS

Compliance Requirement

The agency must submit quarterly activity and expenditure reports no later than fifteen days after the close of each quarter, or as specified in the grant/contract documents.

Suggested Audit Procedures

- Confirm if such reports are being filed timely;
- That reported revenues and expenditures agree with the agency's general ledger; and
- That expenditures are within the budget limits or contract provisions.

Compliance Requirements

Agency Audited Financial Statements must present a statement of revenue and expenditures for each state grant/contract. Such statements must show, for each state fiscal year grant, the final approved budget by line item category, actual revenues and expenditures and variance between budget and actual revenues and expenditures. Disallowed or questioned costs must be clearly disclosed.

Suggested Audit Procedure

- Review audited financial statements for compliance with above.

Compliance Requirement

The agency must clearly show on their audited financial statement any outstanding liability to the State as payable to the State. This includes unspent grant funds or disallowed costs.

Suggested Audit Procedures

- Determine whether or not the agency has any outstanding liability to the State.
- Review audited financial statements to ensure proper presentation.

E. SPECIAL TESTS AND PROVISIONS

Compliance Requirement

The agency must act upon any recommendations made by program site review.

Suggested Audit Procedures

- Obtain copy of program site review; and
- Determine if recommendations in the site review are being implemented.

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